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SUMMARY OF REVISIONS

The 3A0X1 Mentoring Orientation Program changed from 4-weeks to **2-weeks of** training. Coordination is required on all separation, cross-training and waiver request packages. 80 FTW 3A0 resources will not man base functions. A star "★" indicates revision from previous edition.

1. **General.** 3A0X1 Functional Manager (FM) duties will be designated by the communications squadron commander.   Normally, the senior enlisted information manager in the communications squadron will serve as the functional manager. This person acts as the focal point to assist with assigning, training, and providing career guidance to all information managers assigned to Sheppard AFB. It is a full-time job that requires 100% support from the commanders/supervisors, trainers/certifiers, and base training experts to be effective.

2. **The Installation 3A0X1 Functional Manager (FM) will:**

2.1. Serve as the focal point for all IM enlisted issues.

2.2 Ensure 3A0X1 personnel are properly trained and monitor/provide training when appropriate.

2.3. Monitor 3A0X1 Career Development Course (CDC) pass/failure rates.

2.4. Monitor and provide recommendations concerning training waivers.

★2.5. Obtain feedback from technical school graduates and provide it to the MAJCOM FM.

2.6. Screen all 3A0X1 training material to include CDCs, Career Field Education and Training Plan (CFETP), and duty descriptions; provide feedback to the MAJCOM FM.

2.7. Conduct IM seminars as required, but no less than three times a year.

★2.8. Brief commanders as required on IM manning and training issues. Review all separation, cross-training, and waiver request packages prior to submission to HQ AETC.

2.9. Establish a network (automated or other) for all IM personnel to provide updates, current training opportunities, and other career field information.

2.10. Task contingency fill requirements on a fair-share basis. Each group or agency will share the percentage of temporary duties proportionate to the percentage of IM personnel assigned. Volunteers will normally be selected first. Non-volunteers are selected based upon short-tour return date, temporary duty history at Sheppard AFB, and time on station.

✭2.11. Task Unit Type Code (UTC) manning on a fair-share basis. Each group or agency will share the percentage of UTC manning requirements proportionate to the percentage of IM personnel authorized. Those not on UTCs will be used to man the necessary base functions. 80 FTW 3A0 resources not on UTC's will not man base functions IAW the Euro-NATO Joint Pilot Training Plan of Operation (12th Ed., May 97) which provide for specific administrative responsibilities.

2.12. Allocate all inbound permanent change of station (PCS) personnel to groups based upon comparative manning, skill levels, grade authorizations, and experience levels within the groups.

★2.13. Monitor and facilitate rotation of IM personnel among the groups to enhance training and provide opportunities for career broadening or wing leveling actions. Leveling actions are executed when the manning of one group substantially exceeds that of another or one group has a significant surplus of a particular grade or skill level as determined by the base FM. All 3A0X1 personnel assigned to Sheppard AFB will be considered for a PCA at the 24-month time on station point. The FM will facilitate rotations with the commanders/group functional managers concerned and all moves will be a one-for-one swap keeping in mind the Air Force mission must come first. See Attachment 1 for job rotation guidance.

★2.14. Monitor the utilization of IM personnel. Assist group/squadron commanders in efforts to better utilize IM personnel, placing emphasis on staff support and workgroup admin/work group management duties listed in their CFETP.

★2.15. Ensure all newly assigned 3A0X1 personnel arriving from technical school attend the 2-week 3A0X1 Mentoring Orientation Program offered by the 82d Communications Squadron **prior** to assignment to their prospective duty locations. (For technical school graduates, it helps them gain a better understanding of the career field and establishes a support staff to help them succeed once they are allocated to a work center.)

2.16. Be an advocate to ensure IM personnel have the opportunity to attend training, seminars/classes, trade shows, etc., to keep them current with changes in technology.

2.17. Lead the IM quarterly and annual award program activities.

★**3. Each Group/Squadron Commander assigned 3A0X1 resources will:**

3.1. Designate a 3A0X1 liaison to work IM issues with the base-level FM. Liaison personnel will assist the FM in the selection of personnel for contingency taskings, mobility, and identify volunteers for rotation. The liaison will be involved in all aspects of 3A0X1 personnel training.

3.2. Ensure IM personnel are placed in positions authorized by the Unit Manpower Document (UMD). If additional information management support is required, the unit should contact the base manpower office to obtain authorizations for additional 3A0X1 personnel.

3.3. Ensure IM personnel are properly utilized. IM personnel will be assigned to positions commensurate with their grade when feasible and assigned duties listed in their CFETP.

3.4. Release IM personnel for PCA/wing leveling if feasible when group manning statistics exceed that of the other groups.

                                        JOE F. HARRISON, Col, USAF
                                        Vice Commander

Attachment
Rotation Program Guidance

Attachment 1
SHEPPARD 3A0X1 JOB ROTATION PROGRAM GUIDANCE

1. Requires the commitment and support of commander assigned 3A0 resources.

2. For individuals desiring to rotate, the following criteria must be met:

   a. Individual must have 24 months time on station in the same job/organization

   b. Individual will not have a UIF or be on the control roster

   c. Individual must have completed upgrade training

   d. Individual must nofity unit 3A0 functional representative (group or squadron POC), supervisor, and commander of desire to rotate.

3. Forward request to the Base 3A0 Functional Manager and include the following information in your request:

   a. Rank/Full name

   b. Organization

   c. Skill Level

   d. Present Job Duties

   e. Date Arrived Station

   f. Date Assigned to Squadron

   g. Supervisor's and Commander's Rank/Name/Phone Number and Approval

4. Request will be handled based on amount of time in current position.

5. 3A0 FM will match personnel desiring a swap who perform different duties and have like skill levels.

6. If a match occurs, FM will facilitate the swap approval with immediate supervisor and unit commander before swap takes place.

7. 3A0 FM will initiate PCA action after criteria, coordination and approval are met and track progress ensuring loss and gaining commander coordination.

8. Supervisors and commanders have up to 60 days to implement rotation.